Staff Health and Wellbeing Policy

**Rationale:**
- Gembrook Primary School is committed to providing staff with a safe, productive and supportive environment in which to work.
- will provide a supportive workplace culture where healthy lifestyle choices are valued and encouraged for both the short term and long term health of employees.

**Aims:**
- To promote healthy eating amongst staff, specifically to ensure catering provided for school activities is primarily comprised of healthy food choices
- To ensure that exercise is encouraged for all staff
- To assist staff in the management of stress.
- Create a supportive workplace environment
- To provide health promotion materials to staff
- To discourage smoking
- To promote responsible alcohol consumption at work-related functions and events

**Implementation:**
- Create and support a workplace culture that values healthy lifestyle choices
- Include the staff health and wellbeing policy in staff induction
- When catering is provided to staff, this will include healthy options which are low in fat, sugar and salt and high in fibre, e.g. fresh fruit, vegetable pieces served with hummus or salsa, wholegrain sandwiches with low fat fillings or salads.
- Plenty of water will always be provided
- Safe and clean food storage and preparation facilities will be provided for employees, including a fridge, freezer, toaster and microwave
- Encourage staff to participate in physical activity by providing an exercise class on site following on from work hours.
- Ensure staff have opportunities to evaluate work stress, to develop stress management strategies and to work with School leaders in managing work stress.
- To reinforce the DEECD policy prohibiting smoking on the school property
- Where possible, work-related social functions will be arranged where drinking is not the primary focus. Activities may include movie screenings, morning teas, team games or a family fun day at a local park.
- The organisation will provide a work environment characterised by trust, honesty and fairness
- The organisation will provide effective leadership and support that helps workers know what they need to do, how their work contributes to the organisation and communicates and discusses change effectively
- The organisation will engage workers in discussion regarding how work is done and how decisions are made
- Workers will be encouraged to actively participate in organisational activities, such as social gatherings, group walking programs

Ratified in 2013
▪ The organisation will recognise and value employee efforts through recognition/reward opportunities
▪ Workers will be encouraged and supported to set professional development goals
▪ Workers are required to treat all individuals and groups with respect, equality and openness
▪ The organisation will proactively address instances of bad practice, discrimination, and violence and proactively reward instances of good practice and inclusion
▪ Workers will be given tasks that reflect their level of skill and provided with realistic timelines for completion
▪ The organisation encourages work-life balance, and supports flexible work arrangements
▪ Health promotional materials including mental health and wellbeing will be displayed in the staff room and staff will be encouraged to read the information and consider it in relation to their own lifestyle.
▪ Promote the availability of the DEECD Employee Assistance Program

**Evaluation:**
Staff at Gembrook Primary School are part of a safe, productive and supportive work environment which has a culture encouraging of healthy lifestyle choices. This policy will be reviewed as part of the three year cycle unless otherwise stated.

**References:**